

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2006-141	Opening Date:	September 19, 2006	Closing Date:	September 29, 2006
Position/Position Number:	STAFF ASSISTANT GS-301-14 (#4002)	Organizational Location:	OFFICE OF DIRECTOR AUSTIN OPC		
Salary Range:	GS-14: \$87,533 - \$113,791 PER ANNUM (INCLUDES 12.52% LOCALITY COMPARABILITY PAY)	Area of Consideration:	VA WIDE		

Duties and Responsibilities:

The incumbent of this position serves as the Site Administrator for the Austin Outpatient Clinic (OPC). Incumbent develops the need for and maintains an awareness of available resources, and makes recommendations to CTVHCS top management regarding needs, distribution or redistribution of these resources. Recommendations are coordinated in advance with appropriate Service Chiefs and/or Program Managers. Develops both long and short range policies and plans for the organization by coordinating the medical administration needs of the organization. Reviews and interprets policy and directive materials, independently initiating action necessary to implement such material by preparing memoranda's, medical center bulletins, other directives and correspondence. The incumbent works closely with each professional service organization. Leads in administering programs concerning such matters as equal opportunity, merit promotion, labor management relations, and position management. Administers space and equipment programs. The incumbent coordinates the acquisition of supplies, equipment, and services for the Austin OPC and Cedar Park CBOC. Discusses, investigates and responds to employee grievances and dissatisfactions in order to resolve conflicts. Incumbent represents management at labor management meetings, provides information, and resolves conflicts and/or problems that may arise and assures management officials are familiar with the negotiated agreement. Administers the internal review, quality and productivity initiatives for the organization.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service. At the GS-14 level, must have one year of specialized experience equivalent to a GS-13. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. AT THE GS-14 LEVEL, MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT THE GS-13 LEVEL IN FEDERAL SERVICE.

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of and ability to interpret VA laws, rules, regulations, policies, guidelines and JCAHO standards relating to health care systems.
- Knowledge of conflict resolution to solve problems, make recommendations and arrive at valid solutions.
- Ability to establish priorities and function under pressure.
- Ability to communicate orally and in writing with a wide variety of individuals (patients, services chiefs and other management, peers, medical staff, congressional personnel, and public, etc.) for a variety of purposes (technical and non-technical.)
- Knowledge of resources management applications (i.e., budget preparation, space allocation and special projects.)

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.central-texas.med.va.gov/HRMS/forms.htm> **VA FORMS 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BUILDING 162, BY CLOSE OF BUSINESS ON THE CLOSING DATE OF ANNOUNCEMENT. On station applicants for this position must identify on Form VA5-4078 the grade level(s) for which they wish to be considered.** Please refer questions to Mary P. Doerfler, Human Resources Specialist, at extension 40786.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **NON-BARGAINING** UNIT POSITION. CTVHCS IS A SMOKE-FREE ENVIRONMENT.

NOTE: Relocation/Recruitment Incentive may be authorized.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.

JOB OFFERS ARE CONTINGENT ON PASSING A PHYSICAL, SATISFACTORY COMPLETION AND POSITIVE RESULTS OF THE FOLLOWING: THE HEALTHCARE INTEGRITY AND PROTECTION DATA BANK (HIPD), EXCLUSIONARY INDIVIDUALS/ENTITIES (LEIE), BACKGROUND INVESTIGATION, AND COMPLETION AND ADJUDICATION OF FINGERPRINT INVESTIGATION